

~~CIA INTERNAL USE ONLY~~

3 September 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 40-150-6

SUBJECT: Maintenance and Use of Duophoto Machine

1. A Duophoto machine has been acquired for controlled use by all Divisions and Staffs of the Office of Personnel. This device will permit copying of documents when considerations of time make it impracticable to request copies from the Printing and Reproduction Division, Logistics Office, or other source. Normally, photostatic copies can be obtained from the Printing and Reproduction Division within three days after the request is submitted. Under appropriate circumstances, one-day delivery can often be arranged. It should therefore be understood by all those who anticipate a need for copies of selected documents that the Duophoto machine will be used only in those instances where time is a major consideration.

Ex O per 37-55
2. The ~~Planning and Analysis Staff~~ will be responsible for the maintenance and control of the Duophoto equipment, including review of all material proposed for reproduction by this method.

3. The Chief of each Staff and Division will designate two members of his component who will learn to operate the Duophoto machine. The names and telephone extensions of such persons will be reported to [REDACTED] extension 8128, by 3 September 1954. Also, all material proposed for Duophoto reproduction will be submitted to [REDACTED] for review and approval.

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[REDACTED]
for GEORGE E. MELOON
Deputy Assistant Director
for Personnel

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